

Safety

**CIVIL AIR PATROL RESPONSIBILITIES AND PROCEDURES**

CAPR 62-1, 1 March 1991 is supplemented as follows:

2a. Appointment of each senior and cadet (in cadet and composite squadrons) Safety Officer will be on CAPF 2a and forwarded to the Wing Safety Officer (SE) with the Safety Officer's address and telephone number in the remarks section. A CAPF 2a will be required any time a new Safety Officer is appointed.

2b(2). Each Unit Safety Officer in Minnesota Wing will submit a quarterly report to the Wing Safety Officer (SE) by the 10<sup>th</sup> day of the month following the end of each quarter. The report should include the dates, topic(s) covered and the roster of personnel attending for each of the three previous month's activities.

2f. Annual Safety Surveys will be completed and sent to the Wing Safety Officer (SE) by 10 January each year.

8. Pilots are encouraged to participate in the "FAA Wings" Program. Pilots should update the aircrew database with their current "FAA Wings" participation information.

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DAVID KENAN, Maj., CAP  
Administrative Officer

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DALE E. HOIUM, Col, CAP  
Commander

**SUMMARY OF CHANGES:**

Require a CAPF2a any time a Safety Officer changes. Require submission of a roster of attendees for each safety activity. Change requirement for the Annual Safety Survey from May to January.